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AIR EDUCATION AND TRAINING
COMMAND**

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Operations

AETC EXERCISE PROGRAM



COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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This instruction implements AFRD 10-2, *Readiness*. It establishes requirements and procedures for planning, conducting, and assessing readiness exercises for AETC units. It provides guidance on selection of exercise evaluation team (EET) members, scope of exercises, briefings and reports required, and EET management requirements. This instruction and referenced Air Force publications (as supplemented), AETC publications, and corresponding wing publications are the basis for all readiness exercises. **Attachment 1** contains a glossary of references, abbreviations, acronyms, and terms.

Submit supplements to this instruction to the AETC Air Operations Squadron, Operations Support Flight (AETC AOS/AOX), 1 F St, Suite 2, Randolph AFB TX 78150-4325, for review prior to publication.

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Section A—The Program

1. Introduction. The AETC Exercise Program exists to enhance readiness and improve crisis response. It outlines procedures for organizing military exercises and distributing the results throughout AETC. (**NOTE:** The term "wing" used in this instruction refers to the AETC wing or the highest AETC organizational level [for a base that does not have an AETC wing]. The term "wing commander" refers to the commander of that unit.) Unless otherwise specified by a higher directive, the wing commander may designate personnel to accomplish wing commander taskings in this instruction.

2. Objectives. The goal of the AETC Exercise Program is to maximize the benefits gained through exercises, specifically by enhancing readiness, boosting combat capability, streamlining procedures, and improving system support.

3. Policies and Procedures. The wing commander uses the exercise evaluation team (EET) to assess the wing's ability to perform its war and peacetime contingency missions. Each wing will plan, conduct, and assess exercises as required by this instruction and other applicable directives. EET exercises are often training oriented; however, they must measure, record, and analyze performance to identify problems and their causes requiring corrective actions. Each functional area participating in EET exercises must provide assistance to the EET chief as required (for example, EET membership, exercise scenario development, evaluator training, report preparation, etc.). The quality of personnel assigned to the EET and the priority given to a realistic, demanding exercise program are direct reflections of the wing's support for the readiness program.

Section B—The Exercise Evaluation Team (EET)

4. Goals. The EET is a key element in the AETC Exercise Program. It is responsible for planning, conducting, and assessing all exercises required in this instruction or involving more than one base unit. The EET provides commanders, staff, and functional managers independent information on their overall capabilities to respond to a crisis or contingency.

5. Membership:

5.1. EET Chief:

5.1.1. The EET chief is the wing point of contact (POC) for exercise planning, coordinating, and interfacing with AETC AOS/AOX. He or she develops, schedules, conducts, and assesses local exercises.

5.1.2. The wing commander decides the grade and experience required and appoints the EET chief in writing. The EET chief is normally assigned to the wing XP, but may be assigned to a commensurate function at wing level (for example, the wing IG). Notify AETC AOS/AOX of any EET chief change within 5 workdays of the appointment. Provide full name, grade, security clearance, organization, DSN number (voice and fax), E-mail address, and date assigned. Identify a replacement in time to ensure a smooth transition. **NOTE:** The desired overlap between EET chiefs is 30 days. This allows for orderly completion of formal and local training requirements.

5.2. Deputy Chief. Deputy chiefs will be appointed where operations and staffing allow. They may specialize in one or more types of exercise (MARE, deployment, etc.) or in other areas (exercise planning, after-action reporting, etc.).

5.3. Members. The EET chief determines the number of evaluators required and the functional areas to provide them. Include individuals from each functional area assessed. Assign highly qualified officers, NCOs, or civilians to the EET. EET members should have broad expertise in their functional specialties and serve at least 1 year following completion of initial training. EET members are appointed in writing by their squadron commander or division chief. The installation deployment officer or civil engineering readiness flight chief should not be appointed to the EET. If possible, individuals identified to deploy should not be assigned to the EET.

6. Training. The EET chief identifies any EET training requirements in addition to those mentioned below, ensures EET members are trained, and documents all EET-member training.

6.1. EET Chief. The EET chief should attend the On-Scene Commander's (OSC) course as soon as possible after being appointed, and he or she may attend the Senior Officer Nuclear Accident Course (SONAC). (The CE Readiness Branch [HQ AETC/CEOX] controls the training quotas for these courses. See AFCAT 36-2223, *USAF Formal Schools*, for course contents and prerequisites.) In addition, EET chiefs should attend the USAF Inspection School. (HQ AETC/IG controls quotas for this training.) The wing provides funding for these courses.

6.2. EET Members:

6.2.1. EET members will complete within 45 workdays of assignment. (The EET chief conducts initial and refresher training on EET-specific subjects [local policies, exercise planning, execution, evaluation, etc.] as required.)

6.2.2. Requirements for additional training depends on the exercises each member assesses and his or her functional expertise.

6.2.3. Functional managers train EET members before they assess readiness exercises as follows:

6.2.3.1. EET members assigned to assess disaster preparedness exercises should receive training according to AFI 32-4001, *Disaster Preparedness Planning and Operations*; AFI 32-4002, *Hazardous Material Emergency Planning And Response Compliance*; and AFMAN 32-4004, *Emergency Response Operations*.

6.2.3.2. Deployment evaluators should receive appropriate training according to AFI 10-403, *Deployment Planning*.

6.2.4. The base OPR for antihijacking (normally the operations group commander or equivalent) will establish a training program to qualify EET members to assess antihijacking exercises.

6.2.5. EET members designated to draw smoke-generating devices or ground-burst simulators must be trained and qualified on the use of protective equipment according to AFMAN 91-201, *Explosives Safety Standards*.

7. EET Chief Responsibilities. The EET chief is responsible for overall management of the local readiness exercise evaluation program. While performing these duties, the EET chief is directly responsible to the wing commander. Specific responsibilities are mentioned throughout this instruction. In addition, the EET chief will:

7.1. Supplement this instruction. Forward wing supplements to AETC AOS/AOX for review before publication. As a minimum, the supplement will include: a listing of locally authorized simulations and exercise guidelines unique to the particular base, a listing of facilities exempt from total evacuation during exercises, and local EET training requirements.

7.2. Manage the EET budget and supply account.

7.3. Maintain EET files and records according to AFI 37-138, *Records Disposition--Procedures and Responsibilities*, and AFMAN 37-139, *Records Disposition Schedule*. Maintain exercise material used to conduct each exercise (master scenario event lists, scenarios, etc.) as required for planning and reference.

7.4. At least quarterly brief exercise trend analysis at wing staff meetings or other forums where the wing senior staff is in attendance.

7.5. Manage the EET publications account. As a minimum, maintain the following publications (as supplemented):

7.5.1. This instruction (including the wing supplement).

7.5.2. AETCI 10-202, *Contingency Operations And Preparation*.

7.5.3. AFI 10-204, *Participation in the Military Exercise Program*.

7.5.4. AFI 32-4001, *Disaster Preparedness Planning and Operations*.

7.5.5. AFI 32-4002, *Hazardous Material Emergency Planning And Response Compliance*.

7.5.6. AFI 90-201, *Inspector General Activities*.

7.5.7. Wing deployment plan.

7.6. Have ready access to the following publications (as supplemented):

7.6.1. AFMAN 10-401, *Operation Plan and Concept Plan Development*.

7.6.2. AFI 10-403, *Deployment Planning*.

7.6.3. AFMAN 32-4004, *Emergency Response Operations*.

7.6.4. AFI 41-106, *Medical Readiness Planning and Training*.

7.6.5. AFMAN 91-201, *Explosives Safety Standards*.

7.6.6. *AETC War and Mobilization Plan*, (volumes III, *Mobility/Deployment*; and volume IV, *General War*).

7.7. Manage the EET munitions account as follows:

7.7.1. Forecast annually for munitions according to AFI 21-208, *Munitions Forecast, Allocation, and Buy Budget Processes*. AFCAT 21-209, *Ground Munitions*, outlines munitions available for EET usage.

7.7.2. Within 15 working days after the end of each fiscal quarter, report EET munitions expenditure to AETC AOS/AOX for each type of munition allocated. Maintain expenditure data for (as a minimum) the current and two previous fiscal years.

7.8. Develop a list of facilities exempt from total evacuation during exercises. Include this list in the local supplement to this instruction. Consider including facilities directly associated with flying training operations, C4 systems facilities, law enforcement and fire protection facilities, schools and child-care facilities, medical and dental facilities, and recreation, exchange, and commissary facilities, etc. Individuals participating in specific activities (military court proceedings, chapel services, promotion testing, etc.) may also be exempt from exercise participation.

8. Recognition Program. Members of the EET are eligible to compete for the AETC Readiness Award. AETCI 36-2803, *Operations Recognition Program*, outlines guidelines for this award.

Section C—Planning the Exercise

9. Design and Development. Planning encompasses all aspects of designing and developing exercises. Selected EET members work together to develop exercises for the wing readiness exercise program. Individual members contribute functional expertise. The EET chief checks the flying and maintenance schedules of host and associate units to prevent conflicts and may designate trusted agents to assist in developing exercises. Trusted agents become part of the EET and normally contribute specific expertise to develop key aspects of an exercise. Include safety personnel in exercise planning.

10. Scope of Exercises. Make exercises sufficiently challenging to ensure adequate evaluation of overall wing capabilities. Emphasize local plans and procedures. Include specific local exercise restrictions and simulation procedures in wing exercise ground rules. Use exercise guidelines and criteria in AFI 90-201/AETC Sup 1, AETCI 10-202, this instruction, local instructions, and other applicable directives that prescribe the exercise in the planning and execution of EET exercises. Exercises should not bring unfavorable publicity to the Air Force. The wing commander determines the extent of interruption to training.

11. Security. Security is an integral part of exercise planning. Hold all aspects of EET exercises in strict confidence. Exercise compromise may cause "false starts" and prevent true evaluation of wing response capabilities. Terminate an exercise if a significant compromise occurs.

12. Objectives. The EET chief works with senior wing leadership to establish exercise objectives. Design each exercise with specific objectives to identify or correct problem areas and increase the proficiency of all wing agencies. Develop objectives by reviewing MAJCOM special interest items, requirements in instructions and plans, past exercise reports, reports of corrective action, and operational

readiness inspection (ORI) reports. Objectives influence the development of exercise inputs, thereby determining the scope of the exercise.

13. Master Scenario Events List (MSEL):

13.1. The MSEL is a compilation of scripted events depicting activities that will be injected during the exercise by the EET for exercise participant action. The EET develops the MSEL. Participating agencies suggest events for inclusion.

13.2. In higher headquarters-directed exercises, the MSEL has a specific format. For an EET-developed exercise, the MSEL is an informal key events list developed in the course of planning the exercise. Prepare the MSEL, using the current CJCS MSEL program software and users manual or a locally developed alternative.

13.3. Create at least one MSEL event for each objective and determine how to introduce the event into play. Determine who would most logically cause or report the event. The EET representative from this agency becomes the injector. List MSEL events by the date-time group (DTG) of injection.

14. Implementers:

14.1. Prepare implementers to trigger MSEL events. Implementers are detailed exercise inputs made at a planned time to a specific function or individual to support a specific MSEL item.

14.2. In an exercise with an aircraft crash scenario, implementers might simulate radio communications with base air traffic control agencies and describe the simulated crash to the control tower crew. For example, "You see AMC 12345, a C-141, dive into the ground 1 mile from the approach end of RWY 32 and burst into flames. Take appropriate action."

14.3. Implementers might also portray the situation at the simulated accident site (smoke munitions, weapons shapes, moulaged casualties, mannequins, aircraft parts, etc.). Implementers should contribute realism to an exercise, and they are the key devices for exercise control.

15. Munitions. List all training smoke-generating devices or ground-burst simulators planned for use during an exercise in the exercise scenario. The wing commander must approve the use of training munitions.

16. Coordination:

16.1. During exercise planning the medical EET representatives will:

16.1.1. Coordinate exercise objectives with the medical readiness office to ensure that exercise scenarios include events allowing completion of AFI 41-106 requirements, when possible.

16.1.2. Coordinate the exercise scenario and timing with the medical treatment facility (MTF) commander to minimize disruption of health services delivery.

16.2. Coordinate with the base contracting office prior to conducting any exercise that will delay or disrupt the work of contract employees. Consider potential contractor assertions of government-generated schedule delays or additional costs.

16.3. For exercises involving (or potentially involving) fire protection or air traffic control agencies, coordinate the time of the exercise, but not the exercise details, with the fire chief and chief of air traffic control operations at least 30 minutes before the exercise.

16.4. Coordinate all off-base exercises with local civil authorities (local governing authorities, fire department, police, sheriff, etc.). AETC AOS/AOX must approve all off-base exercises prior to implementation. To allow headquarters staffing, request approval in writing (E-mail or fax) no later than 15 workdays prior to desired exercise date. The EET chief signs the request, which should include:

16.4.1. Scenario summary and proposed date (narrative of exercise).

16.4.2. Distance off base and location. Specify property owner (individual, federal, state, county, city government) and include environmental impact.

16.4.3. Approximate number of personnel departing base.

16.4.4. Number and types of firefighting equipment. (Do not use firefighting equipment and personnel required for first alarm emergency response in off-base exercises.)

16.4.5. Number of ambulances.

16.4.6. Local community involvement.

16.4.7. Agreements.

16.4.8. Personnel contacted.

16.4.9. Description of involvement.

16.4.10. Statement indicating concurrence and coordination with wing staff judge advocate.

17. Approval. The EET chief obtains the wing commander's approval before establishing or conducting exercises. Commanders determine appropriate levels of participation for personnel directly involved in training operations to ensure exercises are as effective as possible without unacceptably impacting the primary training mission.

18. Pre-Exercise Briefing. The EET chief conducts a preexercise briefing for EET members. This briefing will include, as a minimum:

18.1. Exercise scenario.

18.2. Date, time, and location of the exercise.

18.3. Timing of events.

18.4. Agencies to be assessed.

18.5. Situation cards and props for use in the exercise.

18.6. Safety considerations.

18.7. Time and location for exercise debriefing.

18.8. Communication.

Section D—Executing the Exercise

19. Scenario. The exercise scenario is executed on the date and time planned or as modified by direction of the EET chief. Execution begins at the start of the exercise (STARTEX). The scenario continues until terminated by the EET chief at the end of the exercise (EN/DEX). Ideally, the scenario should proceed to a logical concluding point, but the EET chief or wing commander may terminate the exercise sooner for safety considerations, conflicting real world emergencies, or if the EET chief or wing commander determines all exercise objectives were met.

20. Control. EET members monitor MSEL status during exercises and direct the pace of the exercise by injecting implementers (messages, memorandums, etc.). Participants may take actions negating a planned event or requiring an "ad hoc" event to keep the exercise on track. Coordinate among all controllers to adjust MSEL activity to meet exercise objectives. EET members ensure the exercise does not expand beyond its planned scope.

21. Data Collection. EET members collect data on exercise participant actions, significant exercise events and other information required for after action reports and debriefings.

Section E—Assessing the Exercise Data

22. Assessment Documents. After an exercise, the EET assesses data collected to determine whether exercise objectives were met. Focus on the exercise objectives, document the results, and give feedback to players. The EET chief provides a debriefing, critique, and report for each exercise. Exercise briefings and reports provide commanders, staff, and functional managers direct feedback on the overall readiness of the wing and individual units or functional areas. They document exercise results, identify problems and improvement opportunities, and distribute results. Exercise grading is not required. However, if grading is used, follow the grading criterion in AFI 90-201.

23. Debriefings:

23.1. On termination of the exercise, the EET and trusted agents normally convene in a closed session to review and assess the exercise. The initial debriefing is closed to key exercise participants to allow a free discussion of the exercise between EET members. Validate all findings and observations with exercise participants as soon as possible after the EET closed session.

23.2. Within 3 workdays of the exercise, the EET chief should critique the exercise with the wing commander before the "open" debriefing to exercise participants.

23.3. Debrief exercise participants on exercise results in an open session. Conduct this debrief within 5 workdays after the exercise. Participants attending this debriefing should include working level personnel when possible. The objective of this debriefing should be to develop a common dialogue between EET members and exercise participants.

24. After-Action Reports. Prepare a formal after-action report for each exercise credited toward the requirements shown in [Table 1](#). Reports may be prepared for other exercises conducted, but are not required. The wing commander approves the final report. **NOTE:** The reports required by this instruction are operating documents and thus exempt from reports control symbol (RCS) licensing requirements

according to paragraph 2.11.10 of AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Collections*.

24.1. **Format and Content.** Prepare reports in the format of the Joint Universal Lessons Learned System (JULLS). EET members contribute to the report, and the EET chief (or designated representative) consolidates inputs and produces the final report. Include information and recommendations on higher headquarters problems the wing cannot resolve. Assign an OPR for each finding and validate all findings before publishing the report. Each lesson learned should describe a problem encountered and solved, a problem encountered but not solved, or successful actions future operations or exercises can use.

24.2. **Distribution.** Distribute EET reports to participating agencies within 20 workdays after the exercise. The EET chief will send a copy of each report to AETC AOS/AOX and all other AETC EET chiefs. EET chiefs may, at their discretion, distribute significant report items from other wings to local functional managers.

24.3. **Marking.** Mark EET reports, "FOR OFFICIAL USE ONLY." Release these reports to the public only to the extent required by AFI 37-131, *Freedom of Information Act Program*.

25. Corrective Actions:

25.1. Use exercise results to improve local procedures or recommend revised procedures to higher headquarters. Do not consider discrepancies identified in EET reports corrected until corrective action is completed and approved by the commander or designated representative and corrective action is validated by another exercise, testing of the applicable procedure, etc.

25.2. The EET chief will:

25.2.1. Review corrective actions and perform trend analysis of the exercise program.

25.2.2. Identify recurring or common deficiencies.

25.2.3. Track corrective actions and suspenses for followup actions.

25.2.4. Ensure corrective actions are appropriate and correct for the root cause of the problem.

25.2.5. Identify nonconcurrences and incomplete corrective actions that could not be resolved at a lower level to the group or wing commander (as applicable) for resolution.

25.2.6. Maintain a record of corrective actions for at least 2 years.

25.2.7. Validate corrective actions during subsequent exercises.

25.3. Functional managers will correct discrepancies identified in the exercise report and provide a written reply to the EET chief as directed by the suspense date established in the report (normally within 10 workdays of the date of report). If corrective actions cannot be completed as directed, functional managers must submit followup reports at least monthly until the action is completed. Send info copies of applicable replies to the civil engineer readiness flight.

25.4. See AFI 41-106 for additional requirements for exercise documentation, after-action reporting, discrepancy identification and tracking, etc. Although the EET does not fulfill these requirements, medical EET members must coordinate with the wing's medical readiness staff function to ensure requirements are completed.

*Section F—Exercise Requirements***26. Minimum Exercise Requirements:**

26.1. **Table 1.** lists minimum exercise requirements. The paragraphs referenced in the table contain additional instructions for each particular type of exercise.

26.2. Complex exercise scenarios may include several individual exercises (MARE, NDRE, etc.). Each exercise may be credited against multiple **Table 1.** exercise requirements if the criteria for each exercise (as specified in this instruction and other prescribing directives) are assessed and each exercise is documented in a report.

26.3. Exercise participation during inspector general (IG) inspections or other higher headquarters-directed activities (command post exercises, staff assistance visits [SAV], etc.) encompassing a multifunctional cross-section of wing personnel may be credited toward overall exercise requirements. An after-action report is required for each exercise credited toward **Table 1.** requirements. AETC AOS/AOX will determine whether the exercise satisfies the requirements of this instruction and other prescribing directives.

26.4. Do not conduct EET evaluations during real-world contingencies. However, real-world contingencies may be credited toward overall exercise requirements if the wing commander determines the contingency satisfies the requirements for the type of exercise credited. In that case, forward a copy of the commander's determination to AETC AOS/AOX. No exercise report is required, but an after-action report detailing lessons learned during the contingency response is recommended. Distribute such reports locally and to other AETC exercise evaluation teams.

Table 1. Exercise Requirements.

I T E M	A	B	C	D
	Type of Exercise	Minimum EET Exercise Frequency	Paragraph Reference (AETCI 10-205)	Prescribing Publications
1	Major Accident (MARE)	Quarterly	27	AFI 32-4001
2	Natural Disaster Response (NDRE)	Annually	28	AFI 32-4001/AETC Sup 1
3	Deployment (DEPLOYEX)	Quarterly	29	AFI 10-403, AETCI 10-205
4	Hijacking Prevention and Resistance	Annually	30	AFI 13-207/AETC Sup 1
5	Antiterrorism	Annually	31	AFI 31-210
6	Recall	Annually	32	AETCI 10-202, AETCI 10-205
7	Contingency Employment (CONEX)	Annually	33	AETCI 10-205
8	Attack Response (ARE)	Annually	34	AFI 32-4001
9	Medical Readiness Exercises	NA	35	AFI 41-106
10	Other	NA	36	NA

27. Major Accident Response Exercise (MARE):

27.1. A major accident is an accident involving DoD material or activities of such a magnitude as to warrant response by the base disaster response force. It is differentiated from day-to-day emergencies and incidents routinely handled by base agencies without the disaster response force. A major accident may involve one or more of the following:

27.1.1. Hazardous substances such as radioactive materials and toxic industrial chemicals, explosives, or nuclear, biological, chemical, and conventional weapons.

27.1.2. Class A mishap.

27.1.3. Extensive property damage.

27.1.4. Grave risk of injury or death to installation personnel or the public.

27.1.5. Adverse public reaction.

27.2. MAREs are required once per calendar quarter. At least once a year, conduct a MARE involving the following:

27.2.1. Conventional munitions (any nonnuclear, biological, or chemical munition).

27.2.2. Chemical weapons or agents if the installation stores, ships, or employs chemical agents or munitions.

- 27.2.3. Hazardous material (HAZMAT) emergency response teams. (Comply with AFI 32-4002 requirements.)
- 27.2.4. Radioactive material if the installation is an Air Force fixed nuclear facility. (See the definition in [Attachment 1](#).)
- 27.2.5. Nuclear weapons. (See the definition of "nuclear weapon accident" in [Attachment 1](#).)
- 27.2.6. Off-base deployment. (Comply with paragraph [16.4](#).)
- 27.2.7. Mass casualties. (See the definition in [Attachment 1](#).)
- 27.2.8. Start time before or after normal duty hours.

28. Natural Disaster Response Exercise (NDRE). Natural disasters include hurricanes, tornadoes, storms, floods, high water, wind-driven water, tidal surge, tsunamis, earthquakes, volcanic eruptions, landslides, mud slides, severe snow storms, drought, or other catastrophe not caused by humans. An annual NDRE is required to assess the installation's ability to respond to the types of natural disasters most likely to strike its geographic area as specified in AFI 32-4001/AETC Sup 1. Installations not identified in the supplement may conduct an annual review of their capability to respond to natural disasters and report their findings to the wing commander. Provide a copy of this report to AETC AOS/AOX.

29. Deployment Exercise (DEPLOYEX). Deployment exercises assess an installation's ability to effectively deploy unit type codes (UTC) in support of actual or notional war plans and are required quarterly. Base scenarios on approximately the maximum personnel and cargo requirements of the most stringent family of plans' time-phased force deployment data (TPFDD). Integrate AETC and associate UTCs into a single exercise whenever possible. Incorporate both AETC and associate formats and requirements into exercise message traffic. Use notional taskings to test short-notice deployments for hosts or associates. Each individual identified to deploy will participate in at least one deployment exercise annually. Adhere to requirements in AFI 10-403, AFI 90-201/AETC Sup 1, and the local base deployment plan.

30. Hijacking Prevention and Resistance Exercise. Exercise the wing antihijacking plan at least annually according to AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)*. Orient exercises toward aircraft most susceptible to hijacking. Installations without flying operations are exempt. Send AETC AOS/AOX an informational copy of the National Security Agency (NSA) exercise notification message (see AFI 13-207, table 1).

31. Antiterrorism Exercise. Conduct an annual antiterrorism exercise. Exercise threat conditions (THREATCON) Bravo. Also exercise THREATCON. The base antiterrorism working group will help develop comprehensive exercise scenarios for each THREATCON. Conduct exercises according to AFI 31-209, *The Air Force Resource Protection Program*, and AFI 31-210, *The Air Force Antiterrorism (AT) Program*.

32. Recall. Fully test the base personnel recall process at least annually.

33. Contingency Employment Exercise (CONEX):

33.1. All personnel and equipment assigned to deployment-tasking UTCs must be prepared to deploy, operate in an adverse environment, and perform their wartime missions. In order to assess readiness, conduct at least one CONEX annually, preferably in conjunction with a deployment exercise.

33.2. Each wing must develop a CONEX plan based on local UTC taskings. As a minimum, the plan must address applicable mission support areas and criteria described in AFI 90-201/AETC Sup 1, attachment 10. Additionally, address any exercise support required beyond that provided by OPlan-sourced UTCs (for example, exercise area setup for wings with no prime base engineer emergency force [Prime BEEF] UTC).

33.3. CONEX duration will vary depending on local UTC taskings. However, CONEX must be of sufficient duration to allow assessment of all applicable areas. (NOTE: Allow at least 24 hours for units with a Prime BEEF UTC [AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*].)

34. Attack Response Exercise (ARE). AETC installations will conduct an attack response exercise at least once a year. The exercise should closely resemble the type of attack most likely to occur at the base (for example, terrorist, chemical, etc.).

35. Medical Readiness Exercises. AFI 41-106 prescribes numerous exercise requirements for medical units. While the EET does not specifically assess each medical exercise, the EET chief should make every effort to include these requirements in EET exercises. This increases realism and reduces duplication of effort. General requirements are listed in subparagraphs 35.1. through 35.6.; refer to AFI 41-106 for specifics.

35.1. **Disaster Casualty Control Plan (DCCP).** The DCCP describes how medical personnel operate and respond during peacetime and natural disasters. The plan must be exercised twice a year.

35.2. **Medical Contingency Support Plan (MCSP).** The MCSP describes medical contingency and wartime activities. This plan must be exercised annually.

35.3. **Medical Contingency Response Plan (MCRP).** For units using a MCRP in place of a DCCP and MCSP, conduct a peacetime response exercise twice a year and a wartime mission-specific exercise at least annually.

35.4. **Recall Plans.** Medical units are required to exercise their recall plan quarterly. Degraded communication capability procedures must be exercised once every two calendar years.

35.5. **Alternate Medical Facility (AMF) Exercise.** This annual exercise includes review of procedures for moving patients, personnel, equipment, and supplies (as appropriate), and establishing medical functions and services at the AMF.

35.6. **National Disaster Medical System (NDMS) Exercise.** Air Force NDMS Federal Coordinating Centers (FCC) must conduct an annual exercise with civilian hospitals that participate in the NDMS program.

36. Other Exercises. Other exercises and scenarios do not specifically require evaluation by the EET, but they may be included in EET-conducted exercises as follows:

36.1. **Antirobbery and Structural Fire Exercises.** Antirobbery and structural fire scenarios are exercised regularly by the security police and fire department, respectively, and these scenarios may be included in EET-assessed exercises.

36.2. **Air Defense Exercise (ADX).** AETC and gained ANG units with a contingency air defense augmentation commitment to support North American Aerospace Defense Command (NORAD) must be prepared to perform this mission. The ADX assesses the unit's ability to support NORAD taskings. Each wing will conduct sufficient exercises to maintain combat capability equivalent to unit taskings. Design ADXs to comply with the requirements in MCR 60-6 (AETC's chapter 6), *Combat Sortie Generation*, and measure the criteria specified in AFI 90-201/AETC Sup 1 when designing EET-conducted ADXs.

Section G—Exercise Simulations, Guidelines, and Deployments

37. Simulations:

37.1. Exercises should employ the "train the way you fight" concept, emphasizing maximum participation and minimum simulation to demonstrate actual capabilities. Stress maximum realism consistent with safety, mission accomplishment, security, and financial constraints.

37.2. Exercise simulations are determined by local guidelines and governing instructions. However, rules should allow periodic testing of all but the most sensitive procedures (actual use of narcotics, etc.). The wing supplement to this instruction will include a listing of locally approved simulations. The wing commander will approve, in writing, other simulations requested during an exercise.

37.3. Simulation should *not* prevent exercise of a function or procedure. For example, simulated money might be substituted for actual cash in an armed robbery, or 3- by 5-inch cards might be used to represent narcotics or other controlled substances. Simulations, where required, should allow a representative evaluation of a task.

38. Guidelines . The guidelines in subparagraphs **38.1.** through **38.27.** apply to the planning and execution of all EET-conducted exercises. (Also see AFI 90-201/AETC Sup 1 for additional ORI-unique inspection guidelines.) Include local ground rules unique to the particular base in the wing supplement to this instruction.

38.1. **Environmental Compliance.** Comply with applicable federal, state, and local environmental laws and standards.

38.2. **OPSEC and COMSEC.** Follow OPSEC and COMSEC guidance according to AFI 10-1101, *Operations Security (OPSEC) Instructions*.

38.3. **Radios and Cellular Phones.** Comply with AFI 33-106, *Managing High Frequency Radios, Land Mobile Radios, Cellular Telephones, and the Military Affiliate Radio System*, when using intra-base radios and (or) cellular phones.

38.4. **Identification of EET Members.** The EET will have hats, armbands, badges, or other distinctive identification means marked with "EET."

38.5. **Penetration of Priority Resources.** Exercise scenarios including attempts to penetrate priority resources must be closely coordinated with the security police.

38.6. **Weapon-Loaded Aircraft.** Do not allow simulated accidents closer than 1,000 feet to the nearest weapon-loaded aircraft.

38.7. **Munitions.** Comply with AFMAN 91-201 when using exercise munitions.

38.8. **Props and Implementers.** Exercise props and implementers should conform as closely as possible to the actual item they represent. Use mockups, condemned supplies, equipment, moulage kits, and actual documents to enhance realism.

38.8.1. Mark internal EET exercise control documents, "**CONTROL EYES ONLY.**"

38.8.2. Prominently mark exercise documents, forms, publications, messages, etc., intended for player action, "**EXERCISE**" or "**FOR EXERCISE USE ONLY.**"

38.8.3. Status cards may be used to provide the simulated status of equipment or facilities involved in exercises.

38.8.4. Use moulage to simulate various personnel injuries (cuts, bleeding, compound fractures, severed limbs, etc.).

38.8.5. Use damage cards to indicate the damage of equipment, weapons, buildings, or facilities. Display these cards prominently or give them to exercise participants.

38.9. **Identification of Exercise Communications.** Begin and end all exercise communications, such as radio and telephone, with phrases like "This is an exercise," "Exercise transmission," or "Exercise message."

38.10. **Safety and Security Violations:**

38.10.1. If a potential or actual safety or security violation is observed, EET members and (or) exercise participants must take immediate action to prevent personal injury, damage to equipment, or the release of classified information.

38.10.2. If an actual accident occurs or if a person is injured during an exercise, any EET member may delay or terminate the entire exercise and give necessary aid. Preface any radio or telephone transmission with "This is an actual emergency."

38.10.3. If an actual emergency develops while an exercise is in progress, the EET chief, on-scene commander, or wing commander may delay or terminate the exercise as necessary.

38.11. **Recall of Personnel.** Do not recall people from leave or temporary duty. Do not use simulations to overcome personnel shortfalls except for individuals who would normally be recalled (for example, personnel on leave or TDY who could be recalled in time to participate). Prepare appropriate recall messages and mark them "**NOT FOR TRANSMISSION.**"

38.12. **Evacuation of Bases.** Simulate base evacuation.

38.13. **Evacuation of Buildings.** Include a list of facilities exempt from total evacuation during exercises in the wing supplement to this instruction. Restrict these facilities to essential personnel and (or) people having legitimate business within the facility. Personnel conducting business when an evacuation is directed may conclude their business, but must remain in the facility until the evacuation portion of the exercise is complete. Check evacuation plans for these facilities and question assigned personnel to make sure they know how to evacuate during an exercise.

38.14. **Aircraft Movement.** Moving aircraft during exercises is at the discretion of the wing commander. (At installations with more than one wing, this person is the owning wing commander.)

38.15. **Individual Protective Equipment.** During exercises, all individual protective equipment (including protective masks) will be worn as appropriate for the situation unless there is a lack of equipment or wearing protective equipment creates an unsafe condition. Personnel driving government vehicles will wear chemical warfare equipment (including masks) when required, consistent with safety standards. Do not wear masks when driving off base or when operating a privately owned vehicle. Pregnant women are not required to wear chemical warfare equipment during exercises.

38.16. **Shelter Operations.** Accomplish shelter operations as completely as possible consistent with the threat, prudent cost benefit, and logistics limits.

38.17. **Participation by Medical Personnel.** During any exercise, the MTF commander may withhold or withdraw medical personnel required to respond to an actual medical emergency. With the wing commander's approval, the MTF commander may withhold or withdraw medical personnel to avoid adversely affecting scheduled patient care.

38.18. **Participation by Department of the Air Force (DAF) Civilian Personnel.** All DAF civilians must participate in EET exercises. Emergency essential DAF civilian employees will participate as specified in AFI 36-507, *Mobilization of the Civilian Workforce*. Civilian overtime is at the discretion of the wing commander.

38.19. **Contract Exercises.** Contractors with no contingency or readiness requirements are exempt from exercise participation. This does not alleviate contractor personnel from obeying lawful orders of responding forces. Do not include exercise functions being performed under contract unless the exercise requirements are established in the contract. When such services could affect the outcome of an exercise, make sure assessments of the exercise point out the need to continue these services, by contract or otherwise, during crisis situations. Initiate action to revise the contract if required. Report performance or contract deficiencies simultaneously to the contract administrator, quality assurance evaluator, and contractor.

38.20. **Exercise Correspondence.** Prepare required exercise messages, but do not transmit them. Give required operational reports to the EET in writing.

38.21. **Emergency Vehicles.** When responding to an exercise, emergency vehicles will use warning lights but not sirens. Fire vehicles must follow the guidance in AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program*. Use vehicle-mounted sirens to announce simulated emergency withdrawal from the accident site. Do not use warning lights or sirens when responding to off-base exercises.

38.22. **HAZMAT.** Use procedures in AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*, when simulating radio calls from aircraft carrying HAZMAT.

38.23. **Nuclear Weapons Accident Scenarios.** Use line numbers in TO 11N-20-11 when communicating during nuclear weapon accident scenarios.

38.24. **Requests for Support or Coordination.** Send requests for support or coordination, which would normally go to higher headquarters or off-base agencies, to the EET for resolution unless directed otherwise in the tasking instructions.

38.25. **Traffic Control.** Vehicle operators must abide by posted speed limits and traffic control devices.

38.26. **Rental and Purchase of Equipment.** If any vehicles, equipment, or supplies are to be rented or purchased, prepare but do not process necessary paperwork. Present completed paperwork to EET.

38.27. **EET Perpetrator Actions.** During exercises, safety is paramount and EET perpetrators will obey all orders of responding security police forces. They will not:

38.27.1. Attempt to flee, struggle against, or otherwise actively evade the response force. However, EET members may attempt to passively evade or hide from exercise participants as long as they comply with orders upon detection.

38.27.2. Be readily identifiable as EET members. However, they will carry identification for proving EET membership on request.

38.27.3. Use actual weapons or blank ammunition.

38.27.4. Openly display simulated weapons or use them in a threatening manner. A simulated weapon is anything that looks like a real weapon, i.e., toy guns and knives, air guns, etc. Use simulated weapons only to assess the thoroughness of a body search.

38.27.5. Take any threatening action toward responding forces.

39. Deployment Guidelines. Apply the following guidelines . . . during deployment exercises:

39.1. The EET will randomly select a sample of at least 10 percent of each chalk after the initial self-identified individuals have processed through the processing line and had their problems corrected. Process this sample, which may include self-identified personnel, through the entire personnel deployment function (PDF) line, which will provide a list of discrepancies found in these samples. Summarize the discrepancies in the exercise report. (Adverse trends may indicate the need for an increased sample size.)

39.2. Do not list individual names of personnel with discrepancies in formal EET reports. Instead, summarize a listing of discrepancies and assigned units.

39.3. After each deployment chalk has completed processing and is cleared for departure, the EET will inspect personal and mobility bags from at least 10 percent of each chalk. Include personnel from each unit in the chalk. Summarize and report the results in the EET report. (The EET chief will coordinate with the installation deployment officer on the timing of the 10-percent check to prevent adverse interruption of the schedule of events.)

39.4. Simulations will not be used to overcome shortfalls in materiel or personnel. Shortfalls will be identified through levy reclama and equipment assistance requests.

39.5. Simulated materiel will be accounted for on manifests and load lists. Use containers of similar size and process them like the actual materiel (for example, marked, documented, palletized, netted, and tied down). For simulated movements, complete TDY special orders, but do not authenticate them.

40. Additional Deployment Guidelines for Medical Personnel . The following additional guidelines apply to medical personnel involved in deployment exercises. (The MTF commander *may* waive any limitation in this instruction, but is not obliged to do so.)

40.1. For the purposes of medical personnel participation in deployment exercises, "no-notice" is defined as an exercise where the MTF commander does not receive a 45-day notice.

40.2. Limit no-notice deployment processing to nonduty hours. Coordinate processing times with the MTF commander. Do not remove medical personnel involved in direct patient care from their primary duties during duty hours for any facet of a no-notice deployment exercise. Processing may be conducted during duty hours if the MTF commander received notice. Support medical staff not involved in direct patient care may be tasked at any time to execute preliminary actions in preparation for processing or exercising a medical deployment unit.

40.3. For no-notice processing or exercising scheduled during duty hours, the MTF commander determines the number of personnel allowed to physically participate (regardless of the number tasked).

40.4. Process a maximum of 85 percent of medical personnel assigned to each UTC during scheduled deployment exercises (50 percent maximum for no-notice exercises). When an entire UTC is tasked, simulate deployment of the full UTC even if the actual number of personnel physically processed is less than the team total. The MTF commander ensures each person identified for deployment participates in at least one deployment exercise annually.

CHARLES H. COOLIDGE, JR., Major General, USAF
Director of Operations

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFI 10-204, *Participation in the Military Exercise Program*

AFI 10-210, *Prime Base Engineer Emergency Force (BEEF) Program*

AFMAN 10-401, *Operation Plan and Concept Plan Development and Implementation*

AFI 10-403, *Deployment Planning*

AFI 10-1101, *Operations Security (OPSEC) Instructions* (and AETCI Sup 1)

AFJI 11-204, *Operational Procedures for Aircraft Carrying Hazardous Materials*

AFI 13-207, *Preventing and Resisting Aircraft Piracy (Hijacking)* (and AETC Sup 1)

AFI 21-208, *Munitions Forecast, Allocation, and Buy Budget Process*

AFCAT 21-209, *Ground Munitions*

AFI 31-209, *The Air Force Resource Protection Program* (and AETC Sup 1)

AFI 31-210, *The Air Force Antiterrorism (AT) Program* (and AETC Sup 1)

AFI 32-2001, *The Fire Protection Operations and Fire Prevention Program* (and AETC Sup 1)

AFI 32-4001, *Disaster Preparedness Planning and Operations* (and AETCI Sup 1)

AFI 32-4002, *Hazardous Material Emergency Planning and Response Compliance*

AFMAN 32-4004, *Emergency Response Operations*

AFI 33-106, *Managing High Frequency Radios, Land Mobile Radios, Cellular Telephones, and the Military Affiliate Radio System* (and AETC Sup 1)

AFI 36-507, *Mobilization of the Civilian Workforce*

AFCAT 36-2222, *USAF Formal Schools*

AFI 37-124, *The Information Collections and Reports Management Program; Controlling Internal, Public, and Interagency Air Force Collections* (and AETC Sup 1)

AFI 37-131, *Freedom of Information Act Program* (and AETC Sup 1)

AFI 37-138/AETC Sup 1, *Records Disposition--Procedures and Responsibilities* (and AETC Sup 1)

AFI 41-106, *Medical Readiness Planning and Training* (and AETC Sup 1)

AFI 90-201, *Inspector General Activities* (and AETCI Sup 1)

AFMAN 37-139, *Records Disposition Schedule*

AFMAN 91-201, *Explosives Safety Standards*

MCR 60-6, *Combat Sortie Generation*

AETCI 10-202, *Contingency Operations And Preparation*

AETCI 36-2803, *Operations Recognition Program*

AETC War and Mobilization Plan, volume III (*Mobility Deployment*)

AETC War and Mobilization Plan, volume IV (*General War*)

Abbreviations and Acronyms

ADX—air defense exercise

AMF—alternate medical facility

ANG—Air National Guard

ARE—attack response exercise

COMSEC—communications security

CONEX—contingency employment exercise

DAF—Department of the Air Force

DEPLOYEX—deployment exercise

DTG—date-time group

EET—exercise evaluation team

FCC—Federal Coordinating Center

HAZMAT—hazardous material

JULLS—Joint Universal Lessons Learned System

MARE—major accident response exercise

MCRP—medical contingency response plan

MCSP—medical contingency support plan

MSEL—master scenario events list

MTF—medical treatment facility

NDMS—National Disaster Medical System

NORAD—North American Aerospace Defense Command

OPlan—operation plan

OPSEC—operations security

ORI—operational readiness inspection

OSC—on-scene commander

PDF—personnel deployment function

POC—point of contact

Prime BEEF—prime base engineer emergency force

SAV—staff assistance visit

STARTEX—start of exercise

THREATCON—threat condition

TPFDD—time-phased force deployment data

UTC—unit type code

WMP—war and mobilization plan

Terms

Associate unit—An Air Force, Air Force Reserve (AFRES), or Air National Guard (ANG) organization or element that occupies the facilities of, or receives support from, another MAJCOM, AFRES, or ANG component.

C4 systems facilities—Facilities that house C4 systems critical to the installation's mission or operation. Examples include automated data processing systems, communications systems, base-wide local area network systems, and NAVAIDs, as well as utilities critical to operating these facilities.

Chalk—A number corresponding to a complete load and to the transporting carrier.

Communications security (COMSEC)—The protection resulting from all measures designed to deny unauthorized persons information of value which might be derived from the possession and study of telecommunications, or to mislead unauthorized persons in their interpretations of the results of such a study.

Contingency—An event or series of events resulting from international instabilities or other unforeseen disasters of natural or human origin.

Deployment—The relocation of forces to designated areas of operations.

Disaster control group—The disaster response force element that goes to the scene of a major accident or natural catastrophe to provide command and control under the direction of the on-scene commander.

Fixed nuclear facility—Stationary nuclear installations that use or produce radioactive materials in their normal operations. Within the Air Force, these facilities include installations with nuclear weapons or radioactive materials in sufficient quantities that the general public might be affected if an accident involving the radioactive materials occurred. It also includes facilities using NRC regulated radioactive materials above thresholds in 10 CFR 30.72 for specific emergency plans. Normally facilities using radioactive materials in their operations (such as medical, calibration, and radiography) and radioactive materials in shipments are not included in this definition.

Host unit—The organization designated by the host MAJCOM or HQ USAF to furnish support to an associate unit.

Identified to deploy—A member who is assigned to fill a position that correlates to a UTC requirement.

Lesson learned—Problem encountered and corrected; problem for which no solution was found; or successful action noted for future operations.

Mass casualties—A situation that exceeds the patient care capabilities of the medical force in being, or when base medical services are faced with the necessity of caring for an influx of casualties. For exercises, use ten or more casualties as a guide.

Master scenario events list (MSEL)—List of sequentially numbered events that direct exercises toward the desired objectives.

Nuclear weapon accident—An unexpected event involving nuclear weapons or radiological nuclear weapon components that results in any of the following:

- Accidental or unauthorized launching, firing, or use by US forces or US supported allied forces of a nuclear capable weapon system that could create the risk of an outbreak of war.
- Nuclear detonation.
- Nonnuclear detonation or burning of a nuclear weapon or radiological nuclear weapon component.
- Radioactive contamination.
- Seizure, theft, loss, or destruction of a nuclear weapon or radiological nuclear weapon component, including jettisoning.
- Public hazard, actual or implied.

On-scene commander (OSC)—The person designated to coordinate the rescue efforts at the rescue site. The senior member, normally the installation support group commander or designated representative, or the disaster control group. All disaster response force members at an accident scene are under the command and control of the on-scene commander.

Operating document—A completed form or other document used to facilitate, accomplish, or provide a description or record of a transaction, function, or event. The information in an operating document may provide data or input for a report, but that is not its primary purpose.

Operation plan (OPlan)—A plan for one or more operations that deployed units carry out simultaneously or in a series of connected stages. Higher authorities normally issue OPlans as directives based on stated assumptions to allow subordinate officers to prepare supporting plans and orders.

Operations security (OPSEC)—The process of denying adversaries information about friendly capabilities and intentions by identifying, controlling, and protecting indicators associated with planning and conducting military operations and other activities.

OPlan-sourced UTC—A UTC tasked to deploy by any OPlan.

Prime BEEF—Worldwide base civil engineer forces organized to provide trained military elements used in direct combat support or emergency recovery from natural disasters.

Security police forces—Air Force military security police personnel (Air Force Specialty Codes 31PX/3P0X1/3P0X2) and all Department of the Air Force civilians, contract civilians, Air Force military augmentees and foreign national civilian personnel who have been designated by proper authority to perform guard or police duties within the meaning of Article 7b, Uniform Code of Military Justice (to be Air Force Doctrine Document 100); and paragraph 19a, Manual for Courts Martial, 1995 Edition.

Time-phased force deployment data (TPFDD)—The computer-supported data base portion of an OPlan that contains time-phased force data, nonunit-related cargo and personnel data, and transportation data.

Trusted agent—Subject matter expert who provides input to exercise scenarios, creates implementers and assists exercise planners in exercise development. Trusted agents may also be used as controllers.

Unit type code (UTC)—A standard five-digit code that uniquely identifies similar types of military organizations.